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Georgia Department of Education
Office of Administrative Services
Twin Towers East
Atlanta, Georgia 30334

Werner Rogers
State Superintendent of Schools

June 24, 1986

H. F. Johnson, Jr.
Associate State Superintendent

MEMORANDUM

TO: Arvil Ensley
Budget and Accounting Officer
Board of Postsecondary Vocational Education

FROM: Vickie Oakes ^{Y.O.}
Records Management Officer
Department of Education

SUBJECT: Transfer of Records Retention Schedules from the Department of Education to the Board of Postsecondary Vocational Education

Effective July 1, 1986, Records Retention Schedules which have been established for Record Series Titles relating to Postsecondary Vocational Education are being transferred from the Department of Education to the Board of Postsecondary Vocational Education. Attached are copies of the schedules as listed below by Schedule Number:

76-191	81-109	81-181
76-192	81-110	81-182
<u>81-7</u>	81-176	81-183
81-8	81-177	81-185
81-51	81-178	81-192
81-71	81-179A	81-226
81-108	81-180A	

Amendments will need to be prepared by your agency to change the agency name, addresses, contact persons and to make any other necessary changes. These amendments should be sent to Mary Hall, Governmental Records Section, State Archives, for approval.

Also enclosed are file copies of Records Transmittal Forms and Notices of Records Destruction Forms applicable to Postsecondary Vocational Education Records. I am enclosing copies of several publications dealing with Records Management which will provide helpful information concerning Records Management Procedures.

1. 76-RM-1 - "Scheduling Procedures"
2. 82-RM-2 - "Finance and Fiscal Files Supplement"
3. 82-RM-4 - "Statewide Commons Supplement"
4. 79-RM-1 - "State Records Services Handbook"



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Industrial Development-Quick-Start Program Office Of Vocational Education 340 State Office Bldg. Atlanta, Georgia 30334	Application Number 81-7	Date Received 1-8-81
Application Number		Date Completed 1-20-81	
2. Person to Contact Lynda L. Smith		Working Title Senior Secretary	Telephone Number 656-2550
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest July 1973 To Date		5. Records Series Title (followed by title used in office, if different) Quick-Start Administrative Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Quick-Start unit is responsible for providing instructors, equipment, and materials for training personnel in new or expanding industries in Georgia. There are approximately 28 Quick-Start Off Campus Coordinators with the responsibility to coordinate new and expanding plant training at each school as well as at rented or leased Quick-Start buildings. Under this program, new and expanding industries are provided special services during their training period and initial start-up. Quick-Start is responsible for the disbursement and maintenance of State funds and equipment to the area vocational-technical schools in Georgia.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: recording approved budgets and disbursements, equipment purchases, expenditure reports, and related documents. Included are: Grant Budgets, Award Contracts, budget expenditures, monthly disbursements, equipment location, consultant statements, and related correspondence. File is arranged: chronologically by fiscal year, thereunder alphabetically by name of voc-tech school.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>65</u> ; Seven to twelve months old <u>65</u> ; Thirteen to twenty-four months old <u>30</u> ; twenty-five months and older <u>2</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>one</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

